

## STATE OF ALASKA

### SCHOOL DISTRICT MODEL GENERAL ADMINISTRATIVE RECORDS RETENTION AND DISPOSITION SCHEDULE

#### *HIGHLIGHTS for SCHOOL HEALTH SERVICES*

##### (SCHEDULE #400.1) AS OF JANUARY, 2013

The purpose of the *School District Model General Administrative Records Retention and Disposition Schedule #400.1 (Model General Schedule)* is to list and describe common records series that Alaskan school districts and educational establishments administer and to recommend minimum retention periods. The *Model General Schedule* is meant to be a guide only - each school district should inventory its records and develop its own fully approved records and information management program that addresses their own requirements. As a result of such a program, unneeded documents may be discarded and less active records may be transferred to cheaper offsite storage, freeing up prime office space.

Please refer to your school district records retention policies for the minimum retention periods used in your district. If the district has adopted the *Model General Schedule*, what follows is a summary of the records that pertain to **school health services**. This list is not intended to list all school record retention designations. Refer to the original document for additional information. When referencing the on-line document for a particular citing below, refer to the item number.

The entire document may be accessed at: [http://archives.alaska.gov/pdfs/records\\_management/model\\_schedule\\_for\\_schools.pdf](http://archives.alaska.gov/pdfs/records_management/model_schedule_for_schools.pdf)

ITEM NUMBER	RECORD TITLE & DESCRIPTION	RETENTION & DISPOSITION
05.28	<b>Accident &amp; Incident Reports</b> This record series consists of reports of strange occurrences which occur at school district owned/leased property. May include the following data: name of reporting staff member, date/time/location of the incident, persons involved or witnesses, the extent of the problem, emergency response, supervisors notified, accident and injury report, occupational injury investigations and reports, and related correspondence and documentation.	<b>Five years then destroy</b>
08.01	<b>Student Permanent Record</b> Requires in part that immunization records, physical examinations, and other health-related matters required by state law be retained.	<b>Until student graduates or withdraws + 60 years then destroy</b>
08.15	<b>Child Abuse Reports</b> Records that documents suspected or alleged child abuse reported by	<b>Three years then destroy</b>

	school staff or faculty. May include notes and observations of the child, records of contact with state agencies or law enforcement, and related documentation.	
<b>08.18</b>	<b>Parental Consent &amp; Withholding Disclosure/Release of Information Documents</b> Consists (in part) of student participation or excuse forms regarding a specific activity like physical education program, field trip, or athletic program.	<b>One year then destroy</b>
<b>08.20</b>	<b>Student Records Requests</b> Requests for official copies of student records.	<b>Current year +3 then destroy</b>
<b>08.26</b>	<b>Student Cumulative Health Record</b> Includes immunization records, laboratory records, and medical provider statements documenting evidence of immunity to a vaccine preventable disease for which immunizations are required or for varicella (chickenpox) only, a parental history that the child has had the disease, and TB test results, medical or religious exemption requests. May include hearing and vision screening results and the results of any physical examinations.	<b>Until student turns 21 and then destroy</b>  <b>Although immunizations shall be recorded on the permanent health record form, health information should not be transferred to the Student Permanent Record (see 08.01).</b>
<b>08.27</b>	<b>Student Psychological or Social Assessment Records</b> Records that document student psychological health care responsibilities and activities performed by school district health professionals or non-health staff. May include information regarding student ability, personality, family, environmental influences, and exam results.	<b>Until student turns 21 or 5 years after last action, whichever is longer, then destroy</b>
<b>11.02</b>	<b>School Nursing Records</b> May include logs, reports, class lists, calendars, medication logs and nursing notes.	<b>Current School Year +1 then destroy. Substantive nursing data may be included in Student Cumulative Health Records, item # 08.25.</b>
<b>11.03</b>	<b>Daily Medication Orders</b> Orders signed by the student's physician or parent/guardian to authorize the school to provide medication to a student while at school. They identify the type of medication, dosage, times when the medication will be provided, etc. New orders are completed at the beginning of the school year or when change occurs.	<b>Retain until superseded by a new order, until a doctor determines that the medication is no longer required or at the end of the school year, whichever is shorter.</b>